

COMSCINST 3120.19	COG CODE PM5	DATE 29 NOV 85
--------------------------	---------------------	-----------------------



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 3120.19
M-3T
29 November 1985

COMSC INSTRUCTION 3120.19

Subj: Administrative Procedures For Embarkation, Carriage and Debarkation of Supercargo Personnel In MSC Force Ships

Ref: (a) MSC/FORSCOM/MTMC Coordinated SOP for Supercargo Personnel (NOTAL)

1. Purpose. To prescribe actions, responsibilities, and procedures for the embarkation, carriage, and debarkation of supercargo personnel onboard ships of the MSC force.
2. Scope. This instruction applies to all MSC area and subarea commands, MSC offices, on-scene MSC representatives, and masters of MSC ships. This instruction is effective upon receipt.
3. Definition. Supercargoes are personnel designated by a deploying unit, on orders, to accompany, guard, and maintain unit cargo onboard an MSC ship.
4. General. Supercargoes are normally embarked onboard MSC force ships when transporting military exercise equipment or when the classification or security requirement of loaded cargo dictates the need for military escort/protection. The number of supercargo personnel will vary with the nature and amount of cargo being transported (*e.g., small lot of sensitive cargo or major exercise equipment deployment*), and the availability of supercargo berthing space in the ship.
5. Duties. Duties of embarked supercargoes are described in reference (a). Their primary responsibility is to the embarked equipment/cargo therefore, supercargoes shall not be used to perform shipboard duties and tasks normally assigned to ship crew.
6. Authority. The master is responsible for the safe navigation of the ship and safety of embarked personnel, hence the final authority onboard. Composition of embarked supercargoes will normally include a senior person in charge which can either be an Officer (*OIC*) or a Non-Commissioned Officer (*NCOIC*). When embarked, the OIC/NCOIC becomes and functions as a department head of the ship under the master's authority. As such, he is

29 November 1985

responsible to the master for the good order, conduct, and discipline of his assigned personnel in addition to the carrying out of orders and administrative procedures set forth by the master.

7. Responsibilities

a. MSC Area or Subarea Command

(1) Upon receiving a request for supercargo berthing space, inform the appropriate MTMC area command of the number of supercargo personnel authorized to accompany the cargo/equipment.

(2) Obtain a list of supercargo personnel from the MTMC area command coordinating the assignment of supercargoes, ensuring the name and rank of the senior person in charge (*OIC or NCOIC*) is identified.

(3) In coordination with cognizant MTMC area commander, ensure that supercargo personnel are aware of, and comply with the requirement of being in possession of valid travel orders, passport and visa (*as required*) authorizing their duty assignment and entry into country(*ies*) being visited.

(4) Provide master and ship owners (*as applicable*) with the necessary advanced information.

b. On-scene MSC Representatives

(1) In the presence of the local Military Traffic Management Command (*MTMC*) and unit(s) representatives, brief the OIC or NCOIC of the supercargo team on the content of this instruction.

(2) Provide the OIC or NCOIC with a copy of this instruction.

(3) Inform the OIC/NCOIC that embarkation and disembarkation of supercargo personnel will be a full group one time evolution effort directed by the master.

(4) In consultation with the master, establish a time and location where he wishes to hold his pre-embarkation briefing.

(5) Escort and introduce the OIC/NCOIC to the master and remain present for the master's pre-embarkation briefing.

(6) In consultation with the master, MTMC and unit(s) representatives, coordinate the disembarkation of supercargo personnel at the sea port of debarkation.

c. Master or Delegated Representative

(1) Brief the OIC/NCOIC as to their shipboard routine, responsibilities and duties. Other shipboard officer, e.g. Chief Mate or Chief Steward also may be present during the briefing at the discretion of the master. Briefing shall include but need not to be limited to the following items:

(a) Allocation of living spaces and identification of common areas authorized to supercargo personnel.

(b) Establishment of meal times and other ship routine such as laundry arrangements and cleaning schedule for allocated living spaces and common areas.

(c) Standard shipboard safety requirements including heavy weather safety procedures as well as emergency drill participation and assignments.

(d) Overall expected behavior and discipline of supercargo personnel including any prohibited conduct.

(e) Familiarization tour of ship areas where supercargo personnel will be working, berthing, and permitted access.

(2) Provide OIC/NCOIC supercargo personnel with shipboard communication equipment (*e.g., walkie-talkie*) when such equipment is available.

(3) Ensure incoming message traffic addressed to or for supercargo personnel is passed immediately.

(4) Upon request from the OIC/NCOIC supercargo, transmit mission or family emergency related message traffic in a timely manner.

d. OIC/NCOIC Supercargo Team

(1) Ensure supercargo personnel are briefed on and strictly adhere to safety procedures, rules and regulations established by the master.

(2) Ensure living quarters and assigned common areas are maintained in a clean and orderly condition at all times.

(3) Control the whereabouts and maintain discipline of supercargo personnel at all times.

29 November 1985

(4) Establish work routine and schedules for supercargo personnel and provide such schedules to the master, keeping him or his representative constantly informed of the whereabouts of supercargo personnel.

e. Supercargo Personnel

(1) Enter cargo spaces only when directed by the OIC/NCOIC and authorized by the master or his representative.

(2) Inform OIC/NCOIC of whereabouts at all times.

(3) Ensure when entering cargo spaces:

(a) Be in possession of shipboard communication equipment (*walkie-talkie*) when such equipment is available.

(b) Ventilation system servicing spaces being accessed are activated prior to entering, and turned off after exiting.

(c) Watertight doors are closed and sealed when exiting.

(4) Comply with any other master's directives.

8. Weapon Security. Unless necessary for the protection of sensitive or classified cargo, whenever supercargo personnel are required to embark with firearms or other weapons, these weapons shall, immediately upon embarkation, be turned in to the master or his representative for placing in secure storage. Upon arrival at the port of debarkation and immediately prior to debarkation of supercargo personnel, the master or his representative will reissue these weapons to supercargo personnel.

9. Conclusion. Nothing in this instruction abrogates the master's overall responsibility to ensure the safety of his ship, its cargo, and all embarked personnel. Communication and clear understanding of everyone's duties and responsibilities are paramount to the smooth and orderly embarkation, carriage, and debarkation of supercargo personnel in MSC force ships.

/S/

R. F. DONNELLY

Distribution:
(See page 5)

29 November 1985

Distribution:

SNDL A3 (CNO) (5)
41B (MSC Area Commands) (less FE) (20)
41C (MSC Area Commands) (FE only) (10)
41C (MSC Subarea Commands) (5)
41D3 (MSC offices/prepositioned groups)
41G (COMFSRONs)
41L (MPSRON)
T-100 (Masters, civil service manned ships)
T-101 (Masters & operators, contract-operated tankers)
T-102 (Masters, Fast Sealift Ships) (1)

All MSC time chartered dry cargo ships

Masters of voyage, consecutive voyage and GAA dry cargo ships

Masters & operators, Maritime Prepositioning Ships

MSC Reps

CDR MTMC (5)

FORSCOM